

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

**CLASSIFICATION: STAFF SERVICES MANAGER III**

**POSITION TITLE: CHIEF, OFFICE OF BUSINESS MANAGEMENT**

**SALARY: \$6334 - \$6984**

**LOCATION: DISTRICT 4 - OAKLAND**

**FINAL FILING DATE: JANUARY 3, 2005**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the District Division Chief, the incumbent serves as the Chief, Office of Business Management with overall responsibility for the following branches: Facilities Budgeting, Planning & Security; Administrative Services; Facilities Management; Claims; and Audio Visual & Reprographic Services. Responsibilities include, but are not limited to:

- Manages and directs the five business management branches in District 4, with overall responsibility for their performance and efficiency. Establishes goals and standards for the delivery of these services and monitors their performance for consistency with department policies and management expectations. Directly supervises the manager of each branch and has the ultimate responsibility for the highest level decisions in the Office of Business Management.
- Meets, consults and conducts business, along with subordinate staff, with representatives from a wide range of public and private groups from outside the District concerning specific issues of business management. Groups include vendors and service providers, Headquarters programs, local agencies and other State departments, including the Department of General Services. Acts as the responsible authority for the business management functions noted above and represents

**STAFF SERVICES MANAGER III  
JY05 - 4802 - 4MSDP2**

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DEPARTMENT OF TRANSPORTATION**

the District when business management policies and procedures are reviewed or questioned. Ensures that the District incorporates prudent, efficient business practices and that business management resources are managed with a goal of maximum return for dollars expended.

- Meets and consults with the District management, from Office Chief level up through the District Director, concerning business management issues and the delivery of services of the five business management branches. Ensures, through these interactions, that the performance of business management branches augments and is compatible with the needs of the other major functions of the District and that it is consistent with management expectations of performance and timeliness. Speaks for the Office of Business Management on major projects requiring coordination among several district or departmental functions.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

#### **Or II**

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

#### **Or III**

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

#### **Or IV**

**Experience:** Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Reason logically, creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience with managing a business service function for a large client group involving multiple subfunctions.
- Demonstrated managerial experience working with subordinate supervisors to develop employees and create desirable work environments.
- Demonstrated ability to assess workload activities and priorities and manage resources within allocated levels while meeting program objectives.
- Demonstrated ability to react quickly to unpredictable events and take appropriate action.
- Demonstrated ability to develop and sustain cooperative working relationships with a broad client group including individuals external to the department.
- Demonstrated experience in preparing written and oral presentations, and representing the department competently with State, Federal and local agencies.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **January 3, 2005**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Office of Business Management  
ATTN: Brian White  
111 Grand Avenue, MS #1J  
Oakland, CA 94612**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE  
ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.